

Rita and Truett Smith Public Library
Public Computer and Wireless Use Policy

Approved by the Library Board
January 24, 2022

Introduction

Access to information resources and equipment are offered by the Rita and Truett Smith Public Library (Smith Library). Resources in electronic format are part of the Library's reference service and are in accordance with the Library's Mission Statement.

Services Available

Typical services may include access to:

- Internet access
- Software including but not limited to word processing and spreadsheets applications.
- Children's educational software

Services may be added or removed as decided by library staff.

Since the Internet makes accessible a rapidly changing array of resources, it is not possible for the library to control or monitor content on a regular basis. The library utilizes software that blocks sources on the Internet that are obviously inconsistent with the library's mission. This does not fully guarantee that individual users are protected from accessing content they personally may deem undesirable or disturbing. Please be advised that filtering software is not foolproof; it diminishes the likelihood of seeing offensive material on the Internet but does not totally eliminate the possibility.

Registration & Time Limits

- All users, adults and minors, that wish to use computer workstations must be registered cardholders with the library and must sign in to the computers located in their respective areas of the library.
- Adults may request guest passes at the Help Desk located in the Adult Services Department.
- Only the individual cardholder may use his/her card for internet access.
- Minors may only access the computer workstations if their parent or legal guardian has given permission via signature on the minor's library card application. Minors are defined as anyone aged 17 and under.

- All computers are available on a first-come, first-serve basis.
- Time limits will be imposed on all computers and may vary depending on availability. Users shall abide by a reservation management system and procedures implemented by the library. All computers will be unavailable 10 minutes before the library closes.
- Staff Assistance: The library staff, on a day-to-day basis, will help with computers and Internet use as able and reasonable. Staff members are not available for extensive training except during scheduled training sessions. Staff members are not permitted to enter any personal patron information such as log-ins or passwords.

Use by Children & Teens

- Children seventeen and under are required to have the written permission of a parent or legal guardian to access the Internet.
- Library staff is not responsible for assuring the appropriateness of information accessed by children or teens.
- The responsibility for what minors read or view on the Internet rests with parents or guardians.
- The parent or legal guardian must complete an application provided by the library, and sign in order to obtain Internet authorization for their child.

Guest Passes

Non-card-holding visitors to the Smith Public Library may request one guest pass per day. Guest passes are good for two hours per day only. Guest passes are issued only to adults 18 and older. To obtain a guest pass, a photo I.D with proof of age must be presented. Guest passes are intended for infrequent users and patrons will be asked to obtain a library card if they request a pass repeatedly.

Wireless Access

- Wireless access is available for library patrons to use with their mobile devices.
- The library uses filtering software on its wireless access.
- By choosing to use this service, a patron agrees to abide by the Smith Public Library's Public Access Computer and Wireless Use Policy.

- The library is not responsible for any data breach and/or identity theft or responsible for any damage to a personal device. Wi-Fi access is unsecured. The user accepts responsibility for all the risks associated with unsecured Wi-Fi.

Electronic Devices for In-House Use

- Electronic devices are available for use in the library and require a library card or photo I.D.
- Devices may only be checked-out in their respective departments by the ages designated by the library staff (Children, Teen, and Adult). Devices are not checked-out for home use.
- The library is not responsible for any data breach and/or identity theft.
- The cardholder is responsible for any damage to or theft of any electronic device.

User Responsibilities

All computer users shall:

- Comply with the library's rules of conduct.
- Abide by local, state and federal laws regarding the transmission of obscene, threatening, or harassing materials and messages.
- Leave the workstation immediately at the end of their allotted time.
- Refrain from downloading and/or installing any software applications or make any changes to the configuration of any hardware or software on the Library's workstations.
- Assume full responsibility for online financial transactions and the payment of fees for access to any fee-based services.
- Assume full responsibility for filing electronic forms.
- Report equipment problems promptly to library staff.

Violation of Smith Library Computer Use Policy:

Violation of any part of the Smith Library Computer Use Policy or failure to use the computer workstations appropriately or responsibly may result in the revocation of all computer privileges as determined by the Library Director or designee. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

1) First offense – Verbal Warning with Computer Use Policy

2) Second offense - Denial of Internet privileges for a set amount of time as determined by library staff with Computer Use Policy

3) Third offense - Denial of Internet privileges indefinitely with Computer Use Policy.

The Library is a public environment frequented by people of all ages. Computer workstations are in full view of library staff and other library users. Patrons are expected to behave in a manner that is appropriate in a shared community facility.

Disclaimer:

In consideration for the privilege of using the library and for having access to the information contained in it, library patrons hereby release and hold harmless the City of Wylie, its officers, agents, servants, or employees, the Smith Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims or expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by the alleged negligence of the City of Wylie, its officers, agents, servants, employees, volunteers, representatives or advisors.